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**ADMINISTRATIVE - INTERNAL USE ONLY****PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
29 December 1983 - 04 January 1984****I. Items or Events of Major Interest that Have Occurred
During the Preceding Week**

A. ETECS Upgrade: Two P&PD representatives are scheduled to visit the Atex Corporation in Bedford, Mass. on 5 and 6 January 1984 for a Plant Test of the new Atex Edit One System prior to shipment. The Plant Test will involve testing the new upgraded hardware and Release 4 software, and verifying all CIA specifications for the new software release. The new hardware/software should be shipped within the two weeks following the Plant Test.

B. Acme of Skills: On 3 January 1984, P&PD completed processing and delivered 20,000 copies of the Office of Public Affairs publication Acme of Skills.

C. Quality Circles: The P&PD Design and Presentation Center briefed the Deputy Director of Logistics (DD/L) on their latest Quality Circle (QC) project. The briefing covered their initiative for cleaning their work area, organizing their supplies, and getting rid of items that were no longer necessary. The DD/L invited the group to give the same presentation to the OL Staff Meeting.

D. P&PD Management Information System (MIS): The Supply Module of the new P&PD NOMAD based MIS has been completed. MIS training of P&PD Supply personnel will commence on 9 January 1984. The first two Delta Data terminals that will be used with the new MIS were installed in the P&PD Bindery and Reprographic Center and the Design and Presentation Center this past week. The new communications multiplexer for the P&P Building is scheduled for installation within the next two weeks. All cabling for the MIS terminal has been pulled. Once the new multiplexer is installed, the new terminal installations should only be a matter of days.

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II. Significant Events Anticipated During the Coming Week

None

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